

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
"Missouri public schools: the best choice... the best results!"  
www.dese.mo.gov

**VACANCY NOTICE**

Vacancy Title: Nurse LPN (Substitute)  
Job Order Number: 11583745  
Domicile Location: St. Louis  
Section/Office: Division of Special Education/Missouri School for the Blind  
Salary: \$21.00/ hour  
Deadline: Open until filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

1. Graduate of an accredited school of practical nursing which incorporates pharmacology course into the curriculum or successful completion of a separate pharmacology course for nurses.
2. Maintenance of a professional licensure, in good standing, with Missouri State Board of Nursing.

*(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)*

**ESSENTIAL FUNCTIONS:** The primary responsibility is to provide each student with an opportunity to attain and maintain optimum health. Duties include:

1. Document pertinent information in student charts and in other designated places of record.
2. Adhere to guidelines set forth in the Health Center Protocol Manual.
3. Administer first aid and emergency first aid to students, and, when warranted and in keeping with guidelines, to staff.
4. Dispense medications and treatments as prescribed by a physician.
5. Record medications and treatments.
6. Schedule and escort students to various appointments and obtain records.
7. Attend student functions or job-related educational programs, which may require overnight arrangements, at request of supervisor.
8. Report to supervisor any findings which need further attention.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Adequate knowledge of the organization and administration of health center services to school-age children.

2. Knowledge of child growth and development, especially as it relates to blind and multi-handicapped deaf-blind children.
3. Possess adequate knowledge of medication dosage, side effects, etc.
4. Able to communicate effectively in written and verbal notes.
5. Able to establish and maintain effective working relationships with students, staff, and parents.

## **APPLICATION PROCEDURE**

Complete a DESE application online at <http://msb.dese.mo.gov/jobs.html> . Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

**NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.**

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

## **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

## **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).